

Statewide Supervision System (S³) Information Page

Electronic Worksheet System (EWS): Copy Prior from Prior Worksheets

Adding Criminal History using the “Copy Prior Worksheets” function

ACTION	RESULT	SCREEN SHOT
1. On the Worksheet Tree select “Copy Priors from Prior Worksheet” link	Search Prior Worksheets page opens.	Worksheet Tree and Search Prior Worksheets
2. Verify that offender information is correct and click “Search.”	If the offender has prior worksheets they will appear on a new page.	Prior worksheet Search Results
3. Select the worksheet you want to copy priors from. Prior offenses copied to the current offense will include the conviction offense on the worksheet being copied. Click “Copy Priors from this Worksheet” to complete step.	Select Prior Worksheet for Copy page opens.	Select Prior Worksheet for Copy
<p>4. Once the priors have been copied to the current worksheet, each prior will require verification. To verify a prior offense:</p> <ol style="list-style-type: none"> Click on the red dot next to the prior offense; Complete the Jurisdiction/Court Case Number information if available; Add additional information to describe the prior offense if desired (e.g. amount of theft, drug type and amount); Verify or complete the Severity Level; Verify or complete the Expiration Date; Verify or complete the Points; Click on “Save and Return to Tree.” <p>Once an offense is verified, the dot next to the prior offense will become a green check mark.</p> <p>Repeat this step until all priors are verified as eligible.</p> <p>It the prior offense is ineligible, click the Delete link to remove.</p>	Prior offense will be verified for criminal history.	Worksheet Tree and Edit Priors